

Position Title: NURSE
Position Grade: FSN-9

Position Number: A59003
Employee's Name: Vacant

13. BASIC FUNCTION OF POSITION:

This position functions as the Post's primary care provider. The incumbent serves as the locally hired Registered Professional Nurse with a valid Ecuadorian Nursing or Medical license. The position is located in the Guayaquil Consulate Health Unit and is under the direct supervision of a Foreign Service Health Practitioner. The position will provide the full range of professional nursing services to American employees and dependents and Locally Employed Staff.

14. MAJOR DUTIES AND RESPONSIBILITIES

% of TIME

HEALTH

80%

A. Responsibilities for the Health Orientation of New Arrivals

1. As one of the health professionals in a large mission, provides professional Health Services to all American direct hire employees and dependents assigned to the U.S. Embassy and personnel of all associated agencies including the Department of State, AID, Peace Corps, DAO, Marine Detachment, Military Group, as well as all direct hire Locally Employed Staff (LES) emergencies and on the job injuries.
2. Responsible for the Health Orientation of the new arrivals about the local public health risks, preventive health behaviors and local health care system.
3. Describe services provided by the Health Unit and various roles of health care professionals.
4. Obtains all the necessary medical information and medical clearances from all eligible beneficiaries. Complete age appropriate health promotion reviews.
5. Assess family health and immunization needs.
6. Post resident advisor to employees on all aspects of health care such as infant and prenatal care, nutrition communicable disease prevention, and food and water sanitation in Ecuador.

B. Coordinate Medical Clearance Examinations

1. Performs initial evaluation of patients for end of tour physical exams such as vital signs, Height, weight, EKGs, vision and hearing, pulmonary function test, stool occult blood tests, hemoglobin, hematocrit. Draws blood for local lab studies and separates serum for mailing to M/Med lab for complementary lab studies of HIV, Hepatitis B screening, Lead, RPR.
2. Request consultations and additional studies at post such as mammograms, Colonoscopy, PSA to complete end of tour PE.
3. Assists FSHP or RMO with clinical examinations performed in the HU.
4. Translate medical reports to English
5. Review completed clearance exams for thoroughness before being sent to Med Clearance

C. Coordinate Medical Evacuations

1. Arrange Med Evacs through FSHP/RMG in coordination with MED/Foreign Programs, the Florida Regional Center (FRC), or other Regional Medical Evacuation.
2. Draft MED Channel evacuation and other cables with appropriate ICD-9 and CPT coding
3. Coordinate requests for specialty appointments with MED/Washington or overseas

Position Title: NURSE

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MedEvac site

4. Collaborate with Embassy Administrative office to coordinate medical evacuations and request fund cites if needed
5. Liaison between local providers and MED during emergency evacuations
6. Accompany patient as a medical attendant as needed

D. Coordinate local hospitalizations of Foreign Service Personnel

1. Initiate Form FS-2067, Authorization for medical Services for Employees and Dependents, for urgent/emergency or elective hospitalizations
2. Request fund cites from MED or appropriate agency
3. Conduct regular visits to assess the course of care while hospitalized
4. Inform MED Foreign Programs and RMQ by MED Channel cable of all hospitalizations and status

E. Maintain an Immunization Clinic for Routine and Travel Immunizations

1. Assess each new patient's immunization needs and make recommendations and administer the needed immunizations
2. Follow CDC and ACIP guidelines for immunization of adults and children
3. Maintain logs with Federal Requirements for record keeping of administered vaccines
4. Budget, order, and rotate vaccine stock
5. Knowledge of recommended immunization schedules and management/reporting of adverse events
6. Maintain preparedness for adverse reactions to immunizations
7. Be able to recognize normal side effects versus anaphylactic reaction in order to respond accordingly

F. Serves as point of contact for Regional Medical Officers/Foreign Service Health Practitioners and Office of Medical Services

1. Control officer for regional medical visits of MED staff
2. Coordinates transmission of medication prescriptions with RMO/FSHP
3. Regular communication by phone and E-mail with RMO/FSHP.

G. Maintains an occupational health clinic during assigned work hours

1. Maintains an occupational health clinic during assigned work hours. This includes ordering and inventory control of medical supplies, medications and equipment
2. Provide nursing care through patient assessment, diagnosis, planning, intervention and evaluation
3. Evaluate and assess patients within the scope of training and expertise by means of health history, observation, interview, physical examination and other selected diagnostic measures such as strep test, pregnancy test, urine lab stick check, occult blood stool test. Interprets, reviews and records history and clinical findings as well as lab results and selects appropriate action and initiates treatment or referral if indicated.
4. Ability to triage
5. Maintains an overseas medical record of all the employee visits to the HU
6. Dispenses medication according to protocols approved by RMO
7. Renders first aid and emergency treatment to the sick and injured anywhere on the embassy compound as appropriate
8. Visits hospitalized patients as necessary to evaluate health status and monitor care provided. Provides follow up care once patient is discharged from the hospital

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9. Perform war removal and counseling and performs procedures such as ear wax removal by irrigation.
10. Provides recommendations for referral to local facilities or providers. Coordinate and monitor care received
11. Perform periodic physical examinations and medical evaluation to drivers
12. Perform periodic sanitation inspections as directed by RMO or Admin
13. Test and maintain emergency equipment and safehaven materials in coordination with FSHP and RSO
14. Keep abreast of the current issues on biochemical and terrorism welfare. Knowledge of storage and use of biochemical gear and material

H. Maintains current working knowledge and relationship with the local providers and facilities

1. Maintains a list of acceptable local medical consultants and a copy of their credential with updates every two years
2. Identifies quality providers and facilities in area and works with FSHP/RMO to develop referral network of best providers and facilities based on training, currency of knowledge and access to best facilities
3. Establishes effective relationships with local physicians and health care facilities to maximize access, coordinate care and resolve conflicts
4. Monitor local public health issues that may have a potential impact on the embassy community and coordinate with the RMO and Admin
5. Works with the RMO and post medical advisor to assess level of care at hospitals, clinics, laboratories, blood banks, and individual physicians with regular updates of the Post Medical Capability Database to MED
6. Communicate regularly with the post medical advisor

I. Must be available outside of normal working hours

1. Participates in Embassy medical duty call as appropriate
2. Responds to urgent telephone requests for medical information from the duty officer during off-duty hours
3. May be required to travel as a medical attendant during a medical evacuation
4. Attends continuing education conferences held outside of country as scheduled
5. May be required to make hospital visits during off-duty hours to monitor an individual's care
6. Available to respond to the consulate on an emergency basis

J. Health Promotion Program

1. Writes health promotion/education articles for the embassy newsletter
2. Provides health promotion and safety activities at the embassy
3. Conduct health education programs to include first aid, CPR, HIV/STD, smoking cessation, prevention of alcoholism, weight control, aerobics
4. Documents health promotion activities on DOS health promotions flow sheet

Administrative Duties

15%

- A. Regular use and update as appropriate of StateDepartment Medical regulations as delineated in 3 ForeignAffairs Manual (PAM)
- B. Maintains written and electronic record of policies and

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- procedures for the health unit
- C. Assists HR/ER and MED in obtaining medical information and completing documentation for local OWCP claim when necessary
 - D. Other duties and training as assigned by Admin and RMO
 - E. Responsible for the adequate use and maintenance of medical supplies and equipment valued over 68,000 USD.
 - F. Reporting requirements: Monthly Statistics Report for Washington, and in conjunction with RMO or FSHP provide input regarding the following:
 - Post Medical Capability Database
 - Annual Post Health and Safety Report
 - Medical portion of Post Differential Report
 - Annual update of Health and Medical Information Guide with distribution to MED
 - Maintains or contributes to an Accident Report Log

Back-up Duties

5 %

- A. Coordinate Office procedures and correspondence
- B. Assist with health and safety surveys with the POSHO
- C. Assist with accident log/accident reporting for MED/SHEM guidelines
- D. Distribute a copy of Health and Medical Information Booklet to all new employees
- E. Prepare cables for fund cite requests
- F. Package and ship lab specimens to Med lab as necessary

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- A. **Education:** Must be a graduate of a professional nursing or medical school or college that has the equivalent of RN or MD training in the U.S. (to be confirmed by the RMO and /or M/MED) and be fully credentialed/licensed in the host country.
- B. **Prior Work Experience:** At least one year of hospital or outpatient nursing is required plus experience in management and procurement of expendable medical supplies and equipment for ambulatory care clinic.
- C. **Post Entry Training:** Must possess basic nursing skills, such as vital signs measurement, injection administration, bedside nursing care.
- D. **Language Proficiency:** Level II (rudimentary) speaking/reading English is required. Level II (rudimentary) speaking/reading Spanish is required.
- E. **Job Knowledge:** Must have up-to-date nursing science and technology understanding. Must have strong interpersonal skills. Must be familiar with American Nursing standards of care. Must have skills and ability to perform at the fully functional level in the Health Unit with confidence. Must be able to work independently at times with only telephone connection with RMO or FSHP available for consultation purposes. Must be able to administer adult and pediatric immunization program according to current CDC standards. A good working knowledge or experience of current health promotion recommendations in the U.S. population is desired. Experience in management and procurement of expendable medical supplies and equipment for ambulatory care clinic is required. Must be able to perform basic word processing on the computer.

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- F. Skills and Abilities:** Ability to counsel employees with physical, emotional, or mental problems. Ability to use specialized techniques, such as oxygen equipment, resuscitator, IKG machine.

16. POSITION ELEMENTS:

- A. Supervision Received:** Direct supervision will be provided by the Foreign Service Medical Officer at post if co-located. Otherwise, direct supervision will be provided by the Administrative Officer. Supervision for medical cases will be from the Regional Medical Officer (RMO), Foreign Service Health Practitioner (FSHP), or MED Washington.
- B. Supervision Exercised:** N/A
- C. Available Guidelines:** 3 FAM 1900 Series, Office of Medical Services Technical Guidelines, Foreign Service Medical Bulletin. CD-ROM: Standard Operating Procedures for Health Units, MED website, MED Clinical Nursing Protocols, Embassy Health Manuals.
- D. Exercise of Judgment:** Ability to independently identify actual and potential urgent health problems that may require immediate intervention or referral and act within the legal scope of nursing practice. Must recognize systems that indicate a serious physical, emotional or mental problem and other needs for medical care of all family members. Provide appropriate nursing assessment and intervention.
- E. Authority to Make Commitments:** Initiates referral to competent local resources for medical clearance exams and serious health conditions, including requests for hospitalization and/or medical evacuations in consultation with the RMO. Adheres to ICASS agreement as service provider. Initiates medical and pharmaceutical supply orders.
- F. Nature, Level and Purpose of Contacts:** Liaison with local health care providers and facilities to maintain contacts at all levels, from local clinics up to the Minister of Health.
- G. Time Expected to Reach Full Performance Level:** 6 months.